

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE FINANCE DEPARTMENT IN THE ADMINISTRATION, ACCOUNTING, GENERAL SERVICES, RISK MANAGEMENT, AND TREASURY DIVISIONS

WHEREAS, the City Council adopted Resolution No. 07-066 on July 24, 2007, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Finance Director submitted a request for the destruction of records held by the Finance Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records";

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Finance Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

FINANCE DEPARTMENT

ACCOUNTING DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Accounting Reports	1998 - 2001
Accounts Payable	2000 - 2001
Adopted Budget Reports	2001 - 2003
Appropriations, Expenditures, and Expenses	1999
Bank Reconciliations	2001
Community Development Block Grant (CDBG) Files	1998 - 2003
General Ledger Journal Vouchers	2001
Medicare Quarterly Reports	1999 - 2004
Payroll Checks (cancelled)	2000 - 2001
Payroll Check Registers	2003 - 2005
Time Cards	2000 - 2001
Trial Balance Reports	1996 - 2001
Utility Billing and Accounts Receivable	2001
Warrant Register	2000 - 2001
Warrants	2000 - 2001
Year-End Reports	1998 - 2001

ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Budget Working Papers	2005
Travel Expense Records	2000 - 2001

GENERAL SERVICES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Bids	1997-1998
Bids (opened)	1993 - 1998
Cash Purchase Orders	2000-2001
Central Stores Supplies Inventory	2002-2003
Department Files	2002-2003
Proof of Insurance Files	2005-2006
Purchase Orders	2000-2001
Quick Quotes	2001
Requests for Proposals for Upcoming Bids	1997-1998

EXHIBIT A**RISK MANAGEMENT DIVISION**

<u>Records Series</u>	<u>Date(s)</u>
California Occupational Safety & Health Administration Compliance Program Records	2001 - 2003
Financial Files	2001 - 2006
Fix-it Files	1999 - 2004
Incident Files	1998 - 2003
Insurance Program Files	1998 - 2003
Liability Files	2002 - 2003
Litigation Files	2002 - 2003

TREASURY DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Business License and Utility Users' Tax Batch Files	2003
Cash Receipt Records	2001
Investment Files	1998
Licenses and Permits Subject File	2001 - 2003
"MBIA" Audit Files	1995 - 2003
Parking and Business Improvement Area Tax Files	2002 - 2005
Transient Occupancy Tax Files	2000 - 2005
Treasury Receipts	2003
Utility Tax Exemption Renewal Applications	2000 - 2005
Water Payment Records (Stubs)	2004 - 2007